City of Dublin

ADMINISTRATIVE ORDER 2.50
TO: All Department/Division Heads & Supervisory Personnel
FROM: Marsha Grigsby, City Manager
SUBJECT: Pre-Employment Driving Record Checks
DATE: August 1, 2013
Supersedes and Replaces Administrative Order 2.50 dated 10/01/1997 regarding same subject.

I. PURPOSE/INTENT

In the interest of maintaining a safe working environment for all City employees, protecting the public health, safety, and welfare, upholding the public confidence in the City of Dublin, and upholding the organizational image/reputation of the City of Dublin, it has been determined that a formal written policy should be established regarding the use of pre-employment driving record checks. The purpose of this Administrative Order, therefore, is to establish such a policy and define the standards/requirements which will be applied in evaluating the driving records of candidates seeking employment with the City of Dublin.

This Administrative Order shall be strictly enforced by the Division of Human Resources and any questions regarding this Administrative Order should be directed to the Office of the City Manager or the Division of Human Resources.

II. POLICY

It shall be the policy of the City Manager that, prior to appointment, candidates for positions which require driving as part of the normal job function, shall be subject to a driving record check. Any determination regarding a candidate's eligibility shall be based on the substance of each candidate's driving record related to the position from which the individual applied. Candidates for such positions who fail to provide Human Resources with the required information (driver's license and state in which the license was issued) to run the driving record shall be declared ineligible for further consideration and shall be disqualified from the selection process.

It shall further be the policy of the City Manager that the driving records of candidates for such positions be fully evaluated by the Division of Human Resources in determining the eligibility of the candidate for employment with the City of Dublin.

The following standards/requirements, as hereby formally established, shall be applied by the Division of Human Resources in determining the eligibility of a candidate: (Candidates whose driving abstracts document a history of incidents which exceed these standards may be declared ineligible and may be disqualified from further consideration.)

< A maximum of three (3) chargeable minor moving violations/offenses (including, but not limited to, failure to comply with traffic control devices, speed, property damage accidents, assured clear distance, failure to yield, failure to use proper signals, etc.) within two (2) years of the anticipated hire date, with no more than two (2) such violations/offenses within one (1) year of the anticipated hire date.

< No ("zero tolerance") major/serious moving violations/ offenses (including, but not limited to, reckless operation, failure to comply with lawful order of a police officer, fleeing & alluding a police officer, "hit skip", vehicular homicide, OMVI, etc.) within the past three (3) years.

If an unfavorable report is obtained, the City of Dublin will allow applicants a meaningful opportunity to explain circumstances surrounding convictions that are relevant to the position the applicant applied. This would be obtained through an individualized assessment conducted by the Division of Human Resources.

In the event such a decision is made to disqualify a candidate, the candidate shall be notified by the Division of Human Resources, in writing, within a reasonable period of time following the decision. The applicant will be given the name, address and phone number of the City's vendor who conducted the driving record to contact if he or she has specific questions about the results of the check or wants to dispute its accuracy.

The Director of Human Resources is hereby delegated the authority to strictly enforce the above standards/requirements and render all final decisions regarding the eligibility of any candidates relative to these standards/requirements.